

DAR ES SALAAM UNIVERSITY PRESS



INTERNSHIP POST

Dar es Salaam University Press (DUP) invites applications from qualified Tanzanians to be considered for the following internship post:

1. INTERN'S TITLE: ICT OFFICER – 1 POST

A. REQUIRED QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Computer Science, Business Information Technology or other related fields from a recognized institution with skills in graphic design, typesetting, and expertise in using Joomla for website operations. Applicants should be fresh graduates with no more than three (3) years since graduation and who are hardworking and eager to learn in order to obtain job experience.

B. REQUIRED SKILLS

The applicant should also possess the following qualities:

- i. Graphic design skills in using the Adobe Package: InDesign, Photoshop, Illustrator and Dreamweaver;
- ii. Skills in Webpage Design;
- iii. Layout Skills (Typography);
- iv. Excellent Computer Skills;
- v. LaTeX Skills,
- vi. Attention to Detail;
- vii. Excellent Communication Skills;
- viii. Strong Organizational Skills and Ability to Work in a Team-Oriented and Culturally Diverse Environment;
- ix. Excellent Analytical Skills, Creative Thinking, and Problem-Solving Skills; and
- x. Ability to handle multiple tasks, set priorities and work independently or with minimum supervision.

C. DUTIES AND RESPONSIBILITIES

- i. To design book covers, bulletins, t-shirts, posters and other promotional materials;
- ii. To typeset manuscripts according to the nature of the manuscripts and as per DUP and/or author's requirements;
- iii. To upload contents to the website using Joomla templates;
- iv. To collaborate with the author and the editor(s) to ensure that the finished product meets their given objectives and requirements;
- v. To perform quality checks on the files to ensure that the text, tables, figures, or any content are consistent throughout the book;
- vi. To communicate with the author and other responsible personnel to stay informed about the project status;
- vii. To work with a printer to ensure that the design meets printing requirements;
- viii. To provide feedback to authors, editors and other responsible staff regarding layout and design suggestions;
- ix. To prepare final files for printing by converting files from one format to another if necessary; and
- x. To perform any other duties and responsibilities assigned by the reporting officer.

D. REMUNERATION

This position does not have salary entitlement, successful Intern will be entitled to receive an allowance to cover transport and meal.

E. TERMS OF SERVICE

Six-month contract which is renewable subject to satisfactory performance.

2. MODE OF APPLICATION

Interested candidates should enclose the following in their applications:

- i. Signed application letter.
- ii. Detailed CV which includes names and addresses of two referees.
- iii. Certified copies of relevant academic certificates, transcripts and professional certificates.
- iv. Photocopy of birth certificate.
- v. Preferred mode of communication, e.g. telephone, fax, email.

Applications shall be addressed to:

The Manager
Dar es Salaam University Press (DUP)
P. O. Box 35182
Dar es Salaam, Tanzania
Tel: +255 22 240093, +255738 921 648
Fax: +255 22 240718

E-mail: dup@udsm.ac.tz

APPLICATION SUBMISSION

Applications should be submitted through UDSM recruitment portal by using the following address and not otherwise:

https://hrmis.udsm.ac.tz/hrportal/index.php/application_list

NOTE

Only shortlisted candidates will be contacted for an interview. Shortlisted candidates with certificates from foreign universities and secondary schools will be required to bring with them certificates of verification by TCU and NECTA respectively at the time of interview.

DEADLINE

One week from the date of first appearance of this advertisement.

**Released by the Manager – Dar es Salaam University Press (DUP)
18th September 2023**